

Employee Post-Travel Disclosure of Travel Expenses

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SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): November 9 & 10, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|---------------------------------------|
| <input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount | \$35 | \$90 | \$77 | \$191 for Conference Services |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary

12/07/19
(Date)

LAVANYA SRIDHARAN
(Printed name of traveler)

Lavanya Sridharan
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/10/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Partnership for a Secure America
 2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
 3. Dates of travel: November, 9-10, 2019
 4. Place of travel: Airlie Conference Center, Warrenton, VA
 5. Name and title of Senate invitees: See attached list.
 6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☐ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

Partnership for a Secure America (PSA) is solely responsible for planning and conducting this trip.

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

This will be the 10th year of this such program and trip.

Private Sponsor Certification - Page 2 of 4

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. This statements are generally available to the public.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|--|-------------------------|----------------------|---------------------|--|
| <input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts | \$35 (Coach Bus) | \$90 (for one night) | \$77 (for two days) | \$191 conference services (for two days). This includes cost of breakout room, A/V equipment, and incidental snacks/ refreshments. |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional staff participation

18. Reason for selecting the location of the event or trip

It is close to Washington DC, while also being able to get out of the area to encourage staff to step outside their daily routines.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accomendatlons in one location that is close to Washington DC for a once night trip. The lodging and conference location is all the same.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

meals and lodging are below the per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by coach bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: John Sullivan, Congressional Relations Associate

Name of Organization: Partnership for a Secure America

Address: 1129 20th St. NW, Suite 500, Washington DC 20036

Telephone Number: 202-293-8580

Fax Number: NA

E-mail Address: sullivan@psaonline.org



Itinerary:

Discussion will cover the specifics of how a bipartisan group of Congressional staff are able to negotiate,

7:00 – 7:30 pm.

Pre-Dinner Reception

Attendees will have an opportunity to informally engage their colleagues, PSA staff, and speakers.

Federal Room

Guest Speaker: VADM Michael Franken, Deputy
Commander of AFRICOM (2015-2017)

Topic: U.S. Security Priorities in Africa

(Tentative- Confirmation Pending)

VADM Franken will discuss issues relevant to U.S. national security interests in Africa

Federal Room

After-Dinner Reception:

Informal conversations with guest speakers

Attendees will have an opportunity to informally engage their colleagues, PSA staff, and speakers.

Sunday, November 10th

Between 8:00 – 9:00 am

Airlie House – Dining Room
Breakfast

9:00 – 12:00 pm

Group A
Airlie House – Meadow Room
National Security Council Simulation
National Security Advisor: Mr. Robert Sheldon,
Head of Technology Strategy for Public Sector at
CrowdStrike
(Tentative- Confirmation Pending)

Participants will engage in a simulation where they are asked to negotiate a solution to a hypothetical foreign policy crisis.

9:00 – 10:30 am

Group B
Airlie House – Jefferson Room
Guest Speaker: Ms. Tamanna Salikuddin, United States Institute of Peace
Topic: Fostering Peace Processes

Ms. Salikuddin will draw on her experience as the Senior Expert for Inclusive Peace Processes at the United States Institute of Peace with a regional focus of South Asia
(Confirmed)

10:30 – 12:00 pm

Group B
Airlie House – Jefferson Room
Guest Speaker: Ms. Melanie Marlowe
Topic: Executive War Powers & Congress's role in addressing national security issues
(Tentative- Confirmation Pending)

12:00 – 1:00 pm

1:00 – 2:00 pm

2:00 – 5:00 pm

National Security Advisor: Mr. Robert Sheldon,
Head of Technology Strategy for Public Sector at
CrowdStrike
(Tenative- Confirmation Pending)

2:00 – 3:30 pm

Group A
Airlie House – Jefferson Room
Guest Speaker: Ms. Tamanna Salikuddin, United States Institute of Peace
Topic: Fostering Peace Processes
(Confirmed)

Ms. Salikuddin will draw on her experience as the Senior Expert for Inclusive Peace Processes at the United States Institute of Peace with a regional focus of South Asia

3:30 – 5:00 pm

Group A

Airlie House – Jefferson Room

Guest Speaker: Ms. Melanie Marlowe

Topic: Executive War Powers & Congress's role in addressing national security issues
(Tentative- Confirmation Pending)

Ms. Marlowe will draw on her expertise on the topic of war powers, and offer perspectives on current national security issues

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie



Fall 2019 Senate Participant List:

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PARTNERSHIP FOR A SECURE AMERICA

Dear Lavanya Sridharan,

On behalf of Partnership for a Secure America (PSA), it is our pleasure to inform you that you have been accepted to join the fall 2019 Congressional Partnership Program (CPP). The session will begin on **Monday, September 16th** with an evening orientation from 6:00pm to about 8:00pm. Location is TBA.

Please review the following event schedule and let us know if you have any conflicts. In order to fully benefit from the program, it is important that you participate in the majority of the activities – with mandatory attendance for the weekend retreat at Airlie Conference Center.

Note that you have to submit ethics forms to attend the retreat. Please confirm with your office to ensure this is acceptable under your travel policy. If not, please let us know.

| | |
|------------------------------|--|
| Orientation | Monday, September 16 th 6:00pm-8:30pm |
| Negotiation Seminar | Monday, September 30 th & Tuesday, October 1 st 5:30pm-9:00pm <i>**Timing may be subject to change**</i> |
| Dinner #1 | Tuesday, October 15 th 6:30-9:00pm |
| Dinner#2 | Monday, October 28 th 6:30-9:00pm |
| Retreat Conference at Airlie | Saturday, November 9 th : 1:30pm Departure Sunday, November 10 th : 6:30pm Return |
| Dinner #3 Final | Monday, November 18 th 6:30-9:00pm |

Please reply back to this email by **COB Wednesday, September 4th** to confirm your participation. If you have any questions, email us at cpp@psaonline.org or call 202-293-8580.

Congratulations, and we look forward to your participation in the CPP!

Sincerely,
PARTNERSHIP FOR A SECURE AMERICA

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